



**JOGESHWARI EDUCATION SOCIETY'S
COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY**

(AFFILIATED TO UNIVERSITY OF MUMBAI)

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.
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LIBRARY AUDIT REPORT

July 14, 2023

AUDITING TEAM

Dr. Jitendra Aherkar	Principal, BL Amlani College of Commerce & Economics, Mumbai - 400049	Chairperson
Prof Dr Madhuri Tikam	Librarian, H R College of Commerce & Economics, Mumbai 400020	Member

DAY & DATE: July 14, 2023 (Friday)

TIME: 11:00 a.m.

A Voluntary Library Audit was arranged at Jogeshwari Education Society's College of Commerce Science and Information Technology for further improvement of the library system in view of NAAC Peer Team visit (expected). The observations and suggestions made by the Auditing Committee are as follows:

OBSERVATIONS & RECOMMENDATIONS

- Increase reference collection
- Subscribe more journals (e.g. Ministry journal set, EPW, Employment News)
- Add display racks for journals and new arrivals
- Prepare and display help charts next to user's computer
- Put a partition and make separate reading zone for teachers.
- Streamline and maintain bills sent to Account Register in the following format

Date	Bill No	Bill Date	Supplier	Amount	Library Bill No*	Sign of accountant
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* Library Bill No* is course wise bill number which will start from bill 1 of the library since its establishment eg. BMS 1, BMS 2....., BAF 1, BAF 2....

It gives data for the amount spent per course and number of books purchased per course

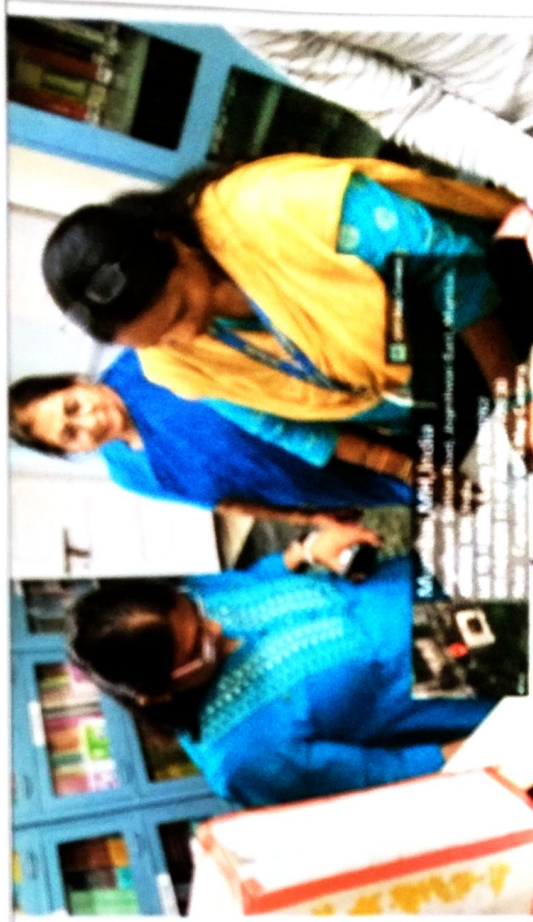
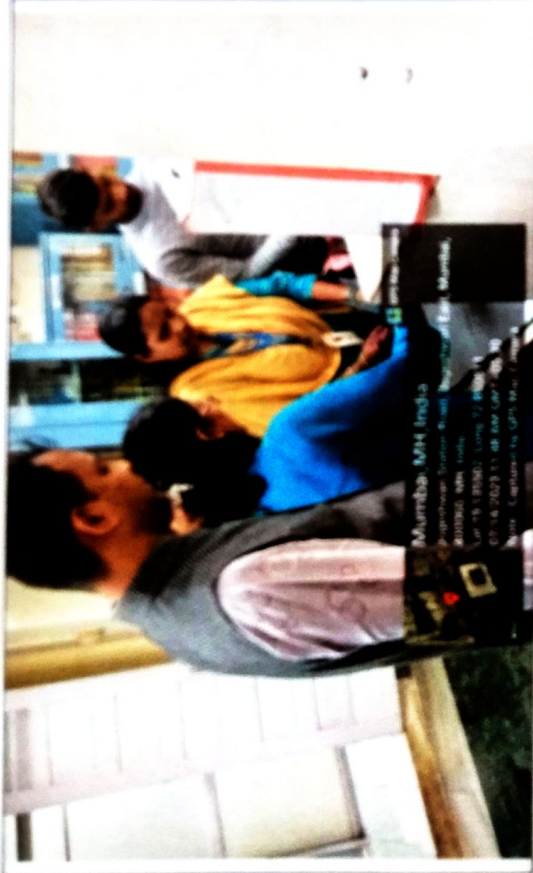
- Print the Accession Register. At the end of every financial year the signature of the Principal and Auditor should be taken.
- Yearly stocktaking should be done and the report should be maintained.


Dr. Jitendra Aherkar
Chairperson




Prof Dr Madhuri Tikam
Member

GLIMPSES OF LIBRARY AUDIT FOR ACADEMIC YEAR 2022 -2023



14TH JULY 2023